

# DDRS Quarterly Provider Meeting

January 2012

# Staff Updates

- Nancy Zemaitis was named the Director of the Bureau of Rehabilitation Services (BRS)
- Kristina Blankenship joined DDRS as Director of Project Management
- Celia Bartel is now a BDDS Waiver Specialist and Level of Care Reviewer
- Natasha Howard, BDDS Strategic Initiatives Liaison, will temporarily coordinate both the referrals to SGL providers and the duties of the ICF/MR Project Specialist.
- Janice Gross will be assisting with the ICMS Project, Amanda Collis-Floyd will be assuming some of her duties with the Case Management Contract while she focuses on ICMS.

# DDRS Web Additions

- DDRS Waiver Manual - <http://www.in.gov/fssa/ddrs/4312.htm>
- Provider Q & A - <http://www.in.gov/fssa/ddrs/4214.htm>
- Waiver Journey - <http://www.in.gov/fssa/ddrs/4307.htm>
- CERT Update - <http://www.in.gov/fssa/ddrs/2635.htm>
- To receive DDRS Updates and Announcements sign up at <http://www.in.gov/fssa/ddrs/3894.htm> and click on “Click here to receive ALL information from DDRS”

# Policy Update

- Maintenance of Records : Providers (RHS) and any component of day services – including Prevocational, Supported Employment Follow Along, Community Based Habilitation (Individual or Group), Facility Based Habilitation (Individual or Group) services - must submit monthly progress reports to the case manager for presentation and review by IST at each team meeting.
- The monthly summary reporting requirements specified within the new *Maintenance of Records of Services Provided Policy* are still applicable to providers of RHS and day services. Per the federally approved waiver applications, providers of Behavioral Support Services must provide summaries at least quarterly, or more often as determined by the IST.
- Reminder: RHS monthly summaries are due to the case manager on the 15<sup>th</sup> of the month following the service period.

# Bureau of Developmental Disability Services

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# State Wide Employment Initiatives

- **BDDS and VR Referrals**

BDDS and VR have developed a referral system among their bureaus to ensure that individuals who may benefit from VR services are able to access them. The referral system includes tracking and follow up.

- **SEFA**

SEFA work group was developed by VR with input from BDDS field staff. New SEFA transfer forms were developed to include additional information to better ease the transition and follow-along process.

- **Case Management Training on Employment First**

Originating from the Bloomington demonstration site, a three module training has been developed for case managers to assist them in engaging individuals and teams with employment goals. Employment focused questions will also be added to the supplementary sections of the ISP to further encourage employment goals for those who would like to pursue vocational training, skills development, or employment.

# State Employment Leadership Network

- In 2010 Indiana joined the State Employment Leadership Network. Many providers and stakeholders were asked to complete a survey that ultimately led to an observations and findings report for Indiana.
- In December BDDS and VR collaboratively assembled a work group of stakeholders to review the findings and develop a work plan to improve the employment environment in Indiana.
- SELN will continue assist Indiana by providing leadership and technical assistance during the development and implementation of work plan goals

# Employment First Demonstration Projects

- Bloomington-

Focus Area: Training materials, SEFA innovation

Developed a PowerPoint training for case managers statewide. The next task is to develop a general training for consumers, families, providers, educators and other individuals around the employment initiative. The group is also exploring creative and innovative ways to promote and deliver SEFA.

- South Bend

Focus Area: Increase the number of students transitioning from school into employment or VR services.

Working to target students prior to completion of school when they are transition ready producing best practices. Additionally they plan to increase the amount of referrals of individuals currently in BDDS services by working with case managers as well as local employment providers including Logan Industries.



- Marion-

Focus Areas: Transition Coalition, Revise IDT process

Developing a transition coalition by working to identify potential members and meeting to discuss the details of collaboration between service providers and case management..

Defining a protocol for case managers to utilize with the IDT that uses Employment First approach at team meetings.

- Evansville-

Focus Areas: Local Job Board, Target Waitlist Individuals

Developed and utilizing an electronic job board for local employment providers.

Currently there are 10 providers participating in the job board. In addition, a letter has been and mailed to individuals currently on the wait list for BDDS services encouraging them to connect with VR.

- Kokomo

Focus Area Survey for employment, Web Site

Developed and implementing a survey for Employment which is conducted at transition meetings and quarterly case manager meetings that spurs discussion around community employment.

Creating a website that would allow individuals, teachers, administrators, DSPs, Employment Specialists, and potential employers access to interested employees.

# BDDS/DCS Collaboration

- DDCRS supports the philosophy of DCS to maintain the family unit first before seeking out of home placement. Parents seeking crisis type assistance with children under 18 years of age will be referred to DCS.
- Children's Group Home MOU  
An MOU is being developed that will address children's group home placements for wards of DCS who have an ID/DD and meet ICF/MR Level of Care. Further details will be available when the MOU is finalized.
- Waiver MOU  
DDCRS and DCS continue to work collaboratively to place children as DCS designates them to age out of DCS services.

# DD Waiver Second Amendment

- Approved by CMS with an effective date of October 1, 2011
- The legislated requirement of accreditation has been added to the provider qualifications of all providers of day services
- Community Based Habilitation (Group), Facility Based Habilitation (Group), Prevocational, and Supported Employment Follow-Along service definitions have been modified replacing ratios with applicable group sizes
- Allowable Activities of service definitions have been relabeled as Reimbursable Activities
- The term Intellectual Disability has replaced prior references to mental retardation wherever possible
- Reimbursement is no longer granted under any waiver funded service for participation in Individualized Support Teams
- A new Emergency Placement reserved capacity priority criteria category has replaced categories previously titled:
  - Eligible individual in other setting whose health and welfare is threatened
  - Eligible individual with loss or incapacitation of the primary caregiver
  - Eligible individual with an aging primary caregiver
- Interpretive policy clarifications related to Emergency Placement is forthcoming.

# DD Waiver Continued.

- The 40-hour-per-week limit applicable to the delivery of Residential Habilitation and Support (RHS) service hours to an adult waiver participant by any combination of parents, step-parents and/or legal guardians of an adult waiver participant has been further modified.
- The 40-hour-per-week limit is now applicable to the delivery of RHS service hours to an adult waiver participant by *any combination of relatives\** as defined within the federally approved waiver application. **The implementation date of this revision will be March 1, 2012.**
- **Using 405 IAC 1-12-11 Allowable costs; services provided by parties related to provider** as the foundation, DDRS has established the following definition pertaining to a relative: Aunt (natural, step, adopted), Brother (natural, step, half, adopted, in-law), Child (natural, step, adopted), First cousin (natural, step, adopted), Grandchild (natural, step, adopted), Grandparent (natural, step, adopted), Parent (natural, step, adopted, in-law), Sister (natural, step, half, adopted, in-law), Spouse (husband or wife), Uncle (natural, step, adopted)

# Supervised Group Living

- The annual licensure process is now tied to the ISDH Time Limited Agreement (TLA) renewal date. SGL licensure renewal will coincide with the renewal date of the TLA. Providers will be receiving additional communication regarding this change soon.
- SGL Vacancy and Referral form has been revised and should now be submitted to Jeanette Siener on a regular monthly basis along with all SGL related questions.

[Jeanette.Siener@fssa.in.gov](mailto:Jeanette.Siener@fssa.in.gov) or 317-234-4736

# SGL Vacancy Report

Please make sure you are using the NEW reporting form

[illegible]

# LOC Reminder

Level of care (LOC) is re-determined when significant changes occur. Examples include changes to medical/behavior/supervision needs, certain transition activities or ISDH findings of W197, W198, W407, etc.

# New 450B Confirmation of Diagnosis Form

- Federal and State Regulations only require a confirmation of Diagnosis for ICF/MR Level of Care.
- State Form 5427 (11-11)/450B Confirmation of Diagnosis has now replaced the previous 450B long term care form and enables a physician to include primary, secondary, and tertiary diagnoses for individuals seeking Waiver services and Supervised Group Living placements.
- The new 450B Confirmation of Diagnosis form is much simpler and designed for the physician to review without an appointment or examination and does not require a physical examination component.
- An individual must still have a physical if entering a SGL, however, there is no longer a prescribed form for recording the physical.
- An electronic version of the new form may be found on [DDRS Forms](#) web page.



# SGL Data

## Group Home Vacancies by District as of 1/20/2012

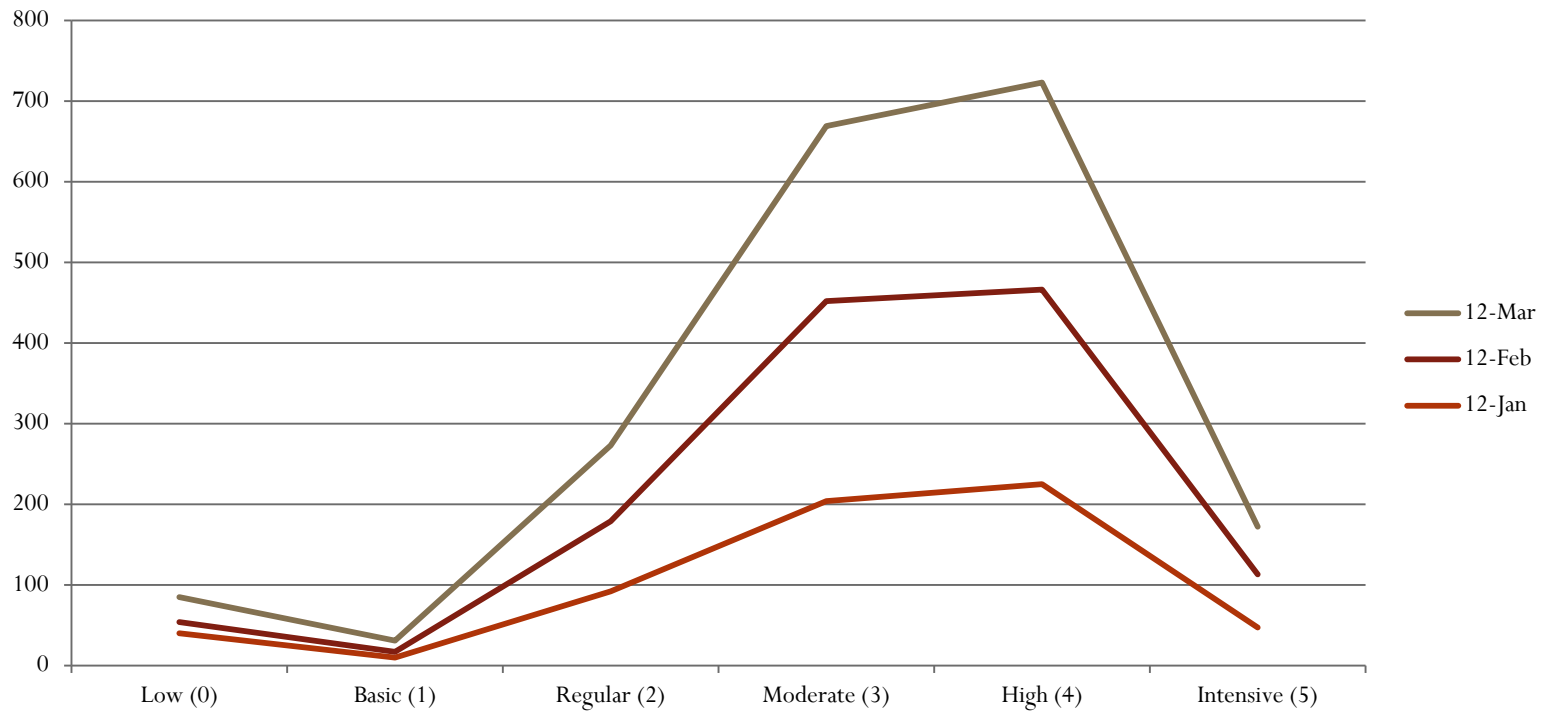
District #	Male Vacancy	Female Vacancy
1	6	6
2	10	10
3	6	8
4	14	6
5	18	9
6	6	5
7	18	14
8	8	11
8A	2	10
<b>Grand Total</b>	<b>88</b>	<b>79</b>

# Waiver Data

Waivers As of Dec. 21, 2011	BDDS Waiting List	Individuals Targeted (2011)	Total Served
Developmental Disabilities Waiver	19,159	461	7,246
Support Services Waiver	13,034	503	5,029
Autism Waiver	5,594	213	494

# OBA Update

**OBA Individuals by Algo Level**



# District Office Restructuring

On November 15, 2011 each District Office underwent a restructuring of its staff to further improve the efficiency and effectiveness of monitoring services of Hoosiers with Intellectual and Developmental Disabilities. A breakdown of the changes at each District Office can be found on the DDRS Announcements web page.

# Bureau of Quality Improvement Services

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# BQIS Complaint Investigations

- Effective Feb 1 Liberty of IN surveyors will be assuming responsibility for conducting complaint investigations.
- BQIS Complaints Policy continues to be in effect – the complaints process has not changed.

# NEW BQIS Complaint Hotline

## **(317) 400-5772**

- Hotline will be available Feb 1.
- Calls will be accepted 24 hours/day, 7 days/week.
- A 1-800 number will also be available and posted in the future.
- BQIS website has been updated to include new hotline and key information to include when reporting a complaint.

# Reminders about complaints....

- Filing complaints does not replace the need to:
  - Report incidents of abuse, neglect, exploitation, per DDRS Incident Reporting Policy
  - Communicate with case manager and other team members
- Complaints provide an additional avenue for consumers, guardians/families, providers, the public to communicate issues to the state to address.



# Day Service Accreditation

Effective January 1, 2012 all entities approved to provide any of the day habilitation services must be accredited by one of the following organizations:

- The Commission on Accreditation of Rehabilitation Facilities (CARF);
- The Council on Quality and Leadership In Supports for People with Disabilities;
- Joint Commission on Accreditation of Healthcare Organizations (JCAHO) ;
- National Committee for Quality Assurance;
- The ISO-9001 human services QA system;
- The Council on Accreditation
- An independent national accreditation organization approved by the Secretary of FSSA.

# Deemed Status

- BQIS will not conduct compliance reviews (referred to as CERT reviews (Compliance Evaluation Review Tool)) on any service accredited by one of the identified entities.
- Providers should be prepared to share copy of the accreditation entity's letter and survey report. The accreditation entity's letter or report needs to list the specific services considered accredited.
- BQIS will continue to conduct reviews on all services that are not accredited. Providers who deliver a combination of accredited/non-accredited services will receive a CERT review focused on only the non-accredited services.

# Mortality Data & Recommendations

- Data and recommendations from the Mortality Review Committee (MRC) are posted on the BQIS website.
- MRC reviews deaths of all individuals who received DDRS-funded services and provides recommendations to mitigate future deaths due to the same/similar circumstances.
- Mortality data presented may pertain to comorbid conditions that are not attributable to the cause of death, however the risks involved with these conditions warrant providers' further examination.
- Expectation is increase providers' awareness of the issues discussed, and to make changes to prevent future negative outcomes.